



# Packaging Sample Confirmation Form

This form has both English and Chinese sections - Best Buy Packaging Suppliers & Service Providers will fill out the English portion while Product Vendors are to review the completed English section and use the Chinese section for reference.

(此处为中文翻译) 这份报告为中英双语版本, 其中百思买包装供应商和服务提供商请填写英文部分, 而产品供应商可审查完整的英文部分并将中文部分用作参照。

Packaging Supplier/Service Provider Contact:

Product Vendor Contact:

Best Buy Asia Packaging Team Contact:

Best Buy US Packaging Team Contact:

## Document Purpose

- Sections below are to be completed by Packaging Supplier or Service Provider -

On behalf of Best Buy, the above named Packaging Supplier or Packaging Service Provider (PS/PSP) is submitting this packaging sample to you as an example of what has been reviewed and approved.

**Please review and inspect all packaging components and evaluate the package according to the aspects listed below:**

**This sample is to be used by the Product Vendor for:**

- Product Fit Confirmation
- Plastic Identification Code (PIC) Location
- Specific Design Features (*plastic perforations, molded features, layout, etc.*)
- Packaging Assembly Evaluation
- Packaging Material Type and Quality
- Use of Secondary Packaging Materials (*stickers, labels, bags, wire ties, tape, etc.*)

**This sample shipment also includes the following additional documents:**

- CD of Final Engineering Files for Plastic Components
- Photos and Instructions of Packaging Assembly
- Dieline Files for Paper Components
- Material Specification Files for All Packaging Components

**FEEDBACK: Within 2 days of receiving samples, Product Vendor must submit completed sample confirmation form to BBY Asia Packaging Team contact and Packaging Supplier (PS) / Packaging Service Provider (PSP) contact listed at the top of this document**

- If there are any concerns regarding any aspect of the packaging sample, please contact the BBY Asia Packaging Team first
- All communication between Product Vendor and Best Buy PS/PSP should include the BBY Asia Packaging Team so they can assist when possible

**NOTE: This sample should not be used for Packaging Reliability Testing (drop, vibration, environment, etc.)**

- After you have submitted this Sample Confirmation Form, the Best Buy End-to-End (E2E) Packaging Supplier will send Reliability Testing packaging samples to you subsequently
- For packaging being managed by the Product Vendor, the Reliability Testing samples should be requested from your packaging manufacturer

## Project Information

BBY Model # : \_\_\_\_\_ Product Description: \_\_\_\_\_

Date Confirmation Samples Sent to Vendor: \_\_\_\_\_ Packaging Confirmation Round: \_\_\_\_\_

Description of Revisions from Previous Confirmation Round (if applicable): \_\_\_\_\_

Packaging Change Request # (if applicable): \_\_\_\_\_

## Packaging Design Requirements

Specified Packaging Type: \_\_\_\_\_ Display Method: \_\_\_\_\_ Sealing Requirements: \_\_\_\_\_

## Plastic Forming Concerns

- ☐ Design includes specific features to hold or position product ☐ Design includes negatively drafted features that may create production issues

## Product Information for Packaging Design

- ☐ Product or accessories are specifically arranged to fit into design (*Review packaging assembly photos for product locations*)
- ☐ Final product or accessories were not available for packaging design (*Minor internal packaging changes may be needed for fit and function of product design*)
- ☐ Minor packaging changes may be needed for fit and function of product design (*Minor adjustments may be needed depending on final product and accessory design*)

## PACKAGING SUPPLIER OR SERVICE PROVIDER COMMENTS

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# Packaging Sample Confirmation Form

## Packaging Confirmation Result Summary

- Sections below are to be completed by Product Vendor -

☐ Packaging Sample - **Accepted & Confirmed**

☐ Packaging Sample - **Failed & Rejected**

Date Sample Confirmation Form submitted to BBY Asia Packaging Team: \_\_\_\_\_

Review packaging sample and check boxes OK or NOT OK after the detail area has been evaluated:

Product & Accessory Fit:	<input type="checkbox"/> OK	<input type="checkbox"/> NOT OK	Comments: _____
User Manual/QSG Fit (if applicable):	<input type="checkbox"/> OK	<input type="checkbox"/> NOT OK	Comments: _____
Product Orientation:	<input type="checkbox"/> OK	<input type="checkbox"/> NOT OK	Comments: _____
Packaging Assembly:	<input type="checkbox"/> OK	<input type="checkbox"/> NOT OK	Comments: _____
Packaging Dimensions:	<input type="checkbox"/> OK	<input type="checkbox"/> NOT OK	Comments: _____
Packaging Material & Quality:	<input type="checkbox"/> OK	<input type="checkbox"/> NOT OK	Comments: _____
Plastic Identification Code Location (if applicable):	<input type="checkbox"/> OK	<input type="checkbox"/> NOT OK	Comments: _____
Perforated Opening Design & Location (if applicable):	<input type="checkbox"/> OK	<input type="checkbox"/> NOT OK	Comments: _____
Heat Sealing (if applicable):	<input type="checkbox"/> OK	<input type="checkbox"/> NOT OK	Comments: _____
Use of Secondary Packaging Materials (bags, tape, etc):	<input type="checkbox"/> OK	<input type="checkbox"/> NOT OK	Comments: _____

Vendor requests a new sample from BBY PS/PSP for additional round of confirmation review: \_\_\_\_\_

**If YES** Product Vendor should request new sample directly from BBY PS/PSP and keep BBY Asia Packaging Team contact in communication.

**If YES** for additional round of confirmation review, please provide revision comments and suggestions for current sample:

\_\_\_\_\_  
\_\_\_\_\_

**If YES** for additional round of confirmation review, please provide Requested Delivery Date for revised packaging sample: \_\_\_\_\_

## Product Vendor to Attach Photos of Confirmation Issue or Design Concern:

**Packaging Overview Photo:**

Description \_\_\_\_\_

**Packaging Area Detail Photo:**

Description \_\_\_\_\_



# 包装样品确认报告

(此处为中文翻译) 这份报告为中英双语版本, 其中百思买包装供应商和服务提供商请填写英文部分, 而产品供应商可审查完整的英文部分并将中文部分用作参照。

包装供应商/服务供应商联络信息:

产品供应商联络信息:

百思买亚洲包装团队联络信息:

百思买美国包装团队联络信息:

## 文件目的

- 以下内容由包装供应商或服务提供商填写 -

以百思买的名义, 以上所列明的百思买包装供应商或包装服务提供商 (BBYPS/PSP) 特此向您提交包装样品, 以通过示例方式为您展示以下所列型号所审核和批准的包装格式。

请审查和检查所有包装样品部件并按照以下所列方面对包装进行评估:

本样品将为产品供应商用于:

- 产品匹配确认
- 塑料识别码 (PIC) 的位置
- 特殊设计特性 (塑料穿孔、模塑特征、布局等)
- 包装装配评估
- 包装材料的类型和质量
- 二次包装材料的使用 (贴纸、标签、包装袋、扎线、胶带等)

随本样品一同寄出的还包含如下附加文件:

- 含塑料部件最终工程文件以及  
纸质部件的模切线文件刻制的CD盘
- 包装装配的照片与说明
- 所有包装样品部件的材料规格文件

反馈: 在收到样品的两天内, 产品供应商必须把填写完整的样品确认报告提交至本文件顶部所列  
百思买亚洲包装团队联络人和包装供应商 (PS)/包装服务提供商 (PSP) 联络人

- 如果对包装样品有任何疑问, 请首先与百思买亚洲包装团队联系
- 产品供应商和百思买包装供应商/包装服务提供商之间的所有沟通均应让百思买亚洲包装团队一同参与, 以便他们能尽可能提供协助。

注意: 本样品不应用于包装的可靠性测试 (跌落、振动、环境测试等)

- 在您提交了本样品确认报告之后, 百思买E2E包装供应商将提供可靠性测试的包装样品
- 对于由产品供应商管理的包装, 可靠性测试的包装样品应当向您的包装供应商索取

## 项目信息

BBY 型号 \_\_\_\_\_ 产品描述 \_\_\_\_\_

装配确认样品发送至供货商的日期 \_\_\_\_\_ 包装装配测试轮次 \_\_\_\_\_

描述对前一个轮次所做的包装修改 (如果适用) \_\_\_\_\_

PCR (包装变更) 编号 (如果适用) \_\_\_\_\_

## 包装设计的要求

包装类型: \_\_\_\_\_ 陈列方法: \_\_\_\_\_ 封边要求: \_\_\_\_\_

## 塑料成形关注事项

- ☐ 设计中包含产品固定或放置的具体特性 ☐ 设计中包含可能会影响到生产操作的特性

## 用于包装设计的不品信息

- ☐ 包装设计过程中使用了所有最终版产品以及附件 (审查包装装配照片了解产品的位置)
- ☐ 包装设计过程中未能使用最终版产品以及附件 (为最终产品的装配和功能, 可能需要对内部包装做出轻微的变更)
- ☐ 该包装结构设计可能需要一些微小调整以满足最终版产品以及附件的装配 (根据最终产品及配件, 可能需要做些微小调整)

## 包装供应商或服务提供商意见

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# 包装样品确认报告

## 包装确认结果概要

- 以下部分由产品供应商填写 -

☐ 包装样品 - 接受和确认

☐ 包装样品 - 失败和被拒绝

样品确认报告提交至百思买亚洲包装团队的日期: \_\_\_\_\_

检查包装样品并在评价详细的包装装配之后在对应处勾选“可以”或“不可以”选框:

产品和配件匹配:	<input type="checkbox"/> 可以 <input type="checkbox"/> 不可以	评注: _____
用户手册/QSG (快速使用指南)	<input type="checkbox"/> 可以 <input type="checkbox"/> 不可以	评注: _____
匹配 (如果适用):	<input type="checkbox"/> 可以 <input type="checkbox"/> 不可以	评注: _____
产品方向:	<input type="checkbox"/> 可以 <input type="checkbox"/> 不可以	评注: _____
包装装配:	<input type="checkbox"/> 可以 <input type="checkbox"/> 不可以	评注: _____
包装尺寸:	<input type="checkbox"/> 可以 <input type="checkbox"/> 不可以	评注: _____
包装材料和质量:	<input type="checkbox"/> 可以 <input type="checkbox"/> 不可以	评注: _____
塑料识别码的位置 (如果适用):	<input type="checkbox"/> 可以 <input type="checkbox"/> 不可以	评注: _____
针孔线的开口设计和位置 (如果适用):	<input type="checkbox"/> 可以 <input type="checkbox"/> 不可以	评注: _____
热封 (如果适用):	<input type="checkbox"/> 可以 <input type="checkbox"/> 不可以	评注: _____
二次包装材料的使用 (包装袋、胶带等):	<input type="checkbox"/> 可以 <input type="checkbox"/> 不可以	评注: _____

BBY PS/PSP 是否需要提供新的样品进行下一轮装配测试: \_\_\_\_\_

如果选“是”，产品供货商应直接向BBY 包装供应商或包装服务提供商 (BBY PS/PSP) 索取新样品，并通知BBY亚洲包装团队。

如果要进行新一轮的包装装配测试，请提供对当前样品的修改评注和建议:

\_\_\_\_\_  
\_\_\_\_\_

如果要进行新一轮包装装配测试，请提供要求的修改包装样品的交付日期: \_\_\_\_\_

## 产品供应商在此附加有装配问题或相关的照片:

包装全貌照片:

包装细节区域照片:

说明

说明